

Screen For an Accelerated Refund (Form 760) – Tax Year 2018

Process

[SCREEN LOCAL FILED TAX RETURNS - TAX YEAR 2018](#)

Effective Date

01/01/2019

Purpose

This task is performed to ensure that **Tax Year 2018** Handprint Form 760 and Form 760 CG (with and without a 2D barcode) refund returns are eligible for keying as accelerated refunds. This task is performed by Representatives in the Commissioner of Revenue's Office.

Categories

- **Category 1:** Current Year 760 Refund returns which may be eligible for processing as an Accelerated Refund

Form Types

- 760 Handprint
- 760CG with 2D barcode
- 760CG without 2D barcode

This task is performed at the same time as General Screening.

Please refer to TASK: [General Screening of Individual Income Tax Returns - Tax Year 2018](#).

Special Notes

For Simplicity, the term “**Form 760**” is used in this task to reference the following:


- Form 760 Handprint
- Form 760CG with a 2D barcode
- Form 760CG without a 2D barcode

Returns meeting the following should not be processed as an accelerated refund:

- Prior Year Returns
- Amended Returns
 - The *Amended* bubble on Form 760 Handprint is filled in.
 - The *Amended* indicator is completed with an “X” on page 2 of Form 760CG with/without a 2D barcode
 - “AMENDED” is written at the top of Form 760 Handprint or Form 760CG with/without a 2D barcode
- Name or Filing Status Changed

- The *Name or Filing Status changed* bubble on Form 760 Handprint is filled in. The *Name or Filing Status Change* indicator is completed with an "X" on page 2 of Form 760CG with/without a 2D barcode.
- Virginia Return Not Filed Last Year by the taxpayer
 - The *Virginia Return Not Filed Last Year* bubble on Form 760 Handprint is filled in.
 - The *VA Return Not Filed Last Year* indicator is completed with an "X" on page 2 of Form 760CG with/without a 2D barcode.
- Deceased Indicator
 - The "You" and/or "Spouse" *Deceased* bubbles are filled in on Form 760 Handprint is filled in.
 - The *Deceased* indicator is completed with an "X" on page 2 of Form 760CG with/without a 2D barcode.
- Returns bearing an e-file Indicator
 - Beginning in Tax Year **2018**, an indicator was placed on printed copies of current year 760CG returns that were prepared for e-File submission. If current year Form 760CG return documents bearing this indicator are identified by staff in the Commissioner of the Revenue's Office, these documents **should not be processed locally**. They should be sent to TAX for **DIRECT** processing. Failure to identify these documents may result in the returns being processed locally and erroneous assessments created as a result.
 - Placement of the indicator **XXXXXX** on Form 760CG is in the top right portion of the document to the right of the Vendor ID as shown below.

760CG – upper right side, next to the Vendor ID field

| | | | |
|---------------------------|-------|------------|---|
| Vendor ID | 0000A | XXXXXX |  |
| Withholding (VA) - You | 20A. | 000000000. | |
| Withholding (VA) - Spouse | 20B. | 000000000. | |
| Estimated Payments | 21. | 000000000. | |

For simplicity, the term "**W-2 Form(s)**" is used in this task, although W-2 information may be received on any of the following documents.

- Form W-2, Wage and Tax Statement
- Form W-2C, Corrected Wage and Tax Statement
- Form 1099, for certain non-wage payments
- Form 1099-DIV, Dividend and Distributions Income
- Form 1099-INT, Interest Income
- Form 1099-R, Distributions from Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.
- Form 4852, Substitute Wage and Tax Statement
- Schedule VK-1, Pass Through Entity Wage and Tax Statement

- Virginia Schedule INC may also contain W-2, 1099 or VK-1 information and may substitute for the actual form.
- Form ARTA129M “Request for WH Information” – substitute form (with a barcode) produced by AR that reflects the withholding the Virginia Tax Department has on record.

Procedure

Responsibility:

Commissioner of Revenue's Office Locality Representative

Steps

1. Obtain a return from the group of returns that may be eligible for an accelerated refund.
2. Review the **form type** of the return.
 - A. If the return is a Form 760 Handprint, go to Step 3.
 - B. If the return is a Form 760CG with/without a 2D barcode, go to Step 3.
 - C. If the return is not a Form 760 Handprint or Form 760CG with/without a 2D barcode, the return is **not** eligible for an accelerated refund. Go to Step 14.
3. Determine if the return is an **original current year** return.
 NOTE: The Amended bubble is shown in the upper left hand portion of the 760 Handprint return. On Form 760CG, the indicator is shown in the right column on page 2 of the return. Also, the taxpayer may have written “AMENDED” on the face of the return.
 - A. If the return is an original current year return, go to Step 4.
 - B. If the return is not an original current year return, the return is not eligible for an accelerated refund. Go to Step 14.
4. Determine if a Computer-generated current year 760CG return is received bearing the **indicator** denoting that the return was prepared for e-File submission.
 - A. If the return bears the e-File submission indicator, the return should be sent to TAX for **DIRECT** processing. Go to Step 14.
 - B. If the return does not bear the indicator, go to Step 5.
5. Verify that the return is a **refund** return.
 NOTE: The refund amount will appear on Line 38 of Form 760 Handprint or to the right of the “Your Refund” line in the bottom right corner of Form 760CG with/without a 2D barcode.
 - A. If the return does not show a refund amount, the return is not eligible for an accelerated refund. Go to Step 14.
 - B. If the return shows a refund amount, go to Step 6.
6. Review the **Deceased** Indicator(s) on the return.
 NOTE: The deceased bubbles are located in the upper right portion of a 760 Handprint return to the left of the locality code block. On Form 760CG, the indicator is shown on the right column on page 2 of the return.
 - A. If the return is for a deceased taxpayer, the return is not eligible for an accelerated refund. Go to Step 14.
 - B. If the return is not for a deceased taxpayer, go to Step 7.
7. Ensure that the return has the proper header information based on the filing status as outlined below.
 - **Filing Status 1** - Primary Social Security Number (SSN), Primary Customer’s First and Last Name, and address
 - **Filing Status 2** - Primary SSN, Secondary SSN, Primary Customer’s First and Last Name, Secondary Customer’s First and Last Name, and address

- **Filing Status 3** – Primary SSN, Secondary SSN, Primary Customer's First and Last Name, Secondary Customer's Name (on the line to the right of the Filing Status), and address
 - **Filing Status 4** (Forms 763 and 760PY) - Primary SSN, Secondary SSN, Primary Customer's First and Last name, Secondary Customer's First and Last name, and address
- A. If reviewing Form 760 Handprint and the partial last name field for the primary or secondary customer is blank,
- 1) Write in the first four (4) characters of the customer's last name.
 - 2) Go Step 8.
8. Verify the Primary and Secondary Social Security Numbers (SSNs).
- A. Review for Primary SSN.
- 1) Check for a Primary SSN on each page.
 - 2) Verify that the Primary SSN is on **all pages** of the return, writing in missing SSNs, as needed.
- B. Check for Secondary SSN on the following returns:
- Filing Status 2 - all forms
 - Filing Status 3 - all forms
 - Filing Status 4 - Forms 763 and 760PY
- C. If the necessary Primary OR Secondary SSN is missing,
- 1) Review all attachments to locate the missing information.
 - 2) Write the located information in the appropriate field(s).
- D. If the SSN is missing AND cannot be found in the documents, the return should not be keyed as an accelerated refund as presented. Go to Step 14.
9. Review the return for a **Name or Filing Status** change.
- NOTE: On Form 760 Handprint, the Name or Filing Status changed bubble appears in the upper left portion of the return. On Form 760CG, the Name or Filing Status Change indicator is shown in the right column on page 2; the Address Change indicator is also shown in the right column on page 2.
- A. If the bubble is completed on a Form 760 Handprint, the return should not be processed as an accelerated refund. Go to Step 14.
- B. If the indicator(s) are shown on a Form 760CG, the return should not be processed as an accelerated refund. Go to Step 14.
- C. If the bubble/indicator is not populated, go to Step 10.
10. Determine if the Federal Adjusted Gross Income (FAGI) field on Line 1 is complete.
- A. If the FAGI is complete, go to Step 10.
- B. If the FAGI is blank and there is an entry on Line 9 (Virginia Adjusted Gross Income),
- 1) Compute the FAGI by working backwards and adjust for entries on Lines 2 and 4 - 7.
 - 2) Write the computed amount on Line 1.
- NOTE:** DO NOT alter the FAGI field unless it is blank.
11. If reviewing a 760 Handprint form **AND** there are entries on both Lines 20a and 20b, screen for an incorrect subtotal on Line 21.
- A. View Lines 20a and 20b, 21 and 28.
- B. If the sum of 20a plus 20b equals the amount on Line 21 AND equals the amount on Line 28, draw a line through the amount on Line 21.
- NOTE:** Customers occasionally add Lines 20a and 20b and enter the total on line 21.
12. Screen for Virginia tax withheld.
- A. If the data shown on the return matches the Virginia Withholding forms (or data on Schedule INC) and the forms are intact/not altered, go to Step 13
- B. If Virginia tax withheld is claimed but no W-2 Forms or a Schedule INC are present, the return should not be processed as an accelerated refund. Go to Step 14.

- B. If the tax year on the Virginia withholding forms do not match the tax year of the return, the return should not be processed as an accelerated refund. Go to Step 14.
 - C. If the total Virginia withholding claimed does not match the total amount on the withholding statements, the return should not be processed as an accelerated refund. Go to Step 14.
 - E. If any data is altered on any Virginia W-2 Forms or a Schedule INC, the return should not be processed as an accelerated refund. Go to Step 14.
13. If reviewing a 760 Handprint return, determine if the Locality Code field is complete.
- A. If the Locality Code field is complete, go to Step 15.
 - B. If the Locality Code field is blank,
 - 1) Write in the appropriate FIPS code based on the address supplied by the customer.
 - 2) Go to Step 14.

NOTE: The Locality Code of "300" is designated when no city/county location is supplied by the customer.
14. Place the return in the appropriate stack:
- **Group 1:** Returns which are eligible for accelerated refund processing.
 - **Group 2:** Returns which are **not** eligible for accelerated refund processing
15. Repeat Steps 1 – 14 until all returns have been reviewed.
16. Gather the reviewed 760 returns in **Group 1** which are eligible for processing as an accelerated refund.
- A. Secure the bundle with a rubber band or paper clip when there are too few returns to be rubber banded.
 - B. Place the completed bundle in the designated location for keying as an accelerated refund as outlined in TASK: [Process Accelerated Refunds](#).
17. Gather the returns in **Group 2** which are not eligible for processing as an accelerated refund.
18. Obtain a return from the group and sort it accordingly:
- Category 3 returns (Current Year Tax Due returns)
 - Category 4 returns (Other Current Year Refund returns)
 - Category 7 returns (Returns to be sent to TAX as **Direct File**)
19. Repeat Step 18 until each return in the group has been sorted.
20. Gather the Category 3 returns (Current Year Tax Due returns).
- Secure the bundle with a rubber band or paper clip when there are too few returns to be rubber banded.
 - Place the completed bundle in the designated location for handling as outlined in TASK: [Compute and Record the Amount Due Using Form 759](#).
21. Gather Category 4 returns (Other Current Year Refund returns)
- Secure the bundle with a rubber band or paper clip when there are too few returns to be rubber banded.
 - Place the completed bundle in the designated location for screening as outlined in TASK: [General Screening of Individual Income Tax Returns – Tax Year 2018](#).
22. Gather Category 7 returns (Returns to be sent to TAX as Direct Filed)
- Secure the bundle with a rubber band or paper clip when there are too few returns to be rubber banded.
 - Place the completed bundle in the designated location for handling as outlined in TASK: [Transmit Returns to TAX](#).

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